



## **Purchasing User Procedures List**

### **REQUISITIONS:**

- Perform Market Research & Evaluate Acquisition Alternatives
- Inquiry of Availability of Funds
- Create/Maintain Purchase Requisition
- Cancel Requisition
- Obtain Approvals (Purchase Requisition)

### **RFQ:**

- Assign Buyer
- Perform Market Research & Evaluate Acquisition Alternatives
- Verify PR Value and Funding
- Generate Solicitation Document
- Distribute Solicitation and Contractual Documents
- Amend Solicitation
- Cancel Draft Request for Proposal (DRFP)/Solicitation Amendment
- Maintain Quotes
- Perform Evaluation

### **CONTRACTS/PO PROCESSING:**

- Prepare/Complete Obligor Contractual Documents
- Distribute Solicitation and Contractual Documents
- Cancel Contractual Obligor Document
- Create/Maintain Purchase Requisition

### **IDIQ/BOA/BPA PROCESSING:**

- Prepare/Complete IDIQ/BOA/BPA Contractual Documents
- Distribute Solicitation and Contractual Documents
- Cancel IDIQ Contract, BOA, and BPA Document
- Create/Maintain Purchase Requisition
- Prepare/Complete Obligor Contractual Documents

### **CONTRACTS/PO ADMIN:**

- Analyze NF533 Reports
- Verify PR Value and Funding
- Prepare & Issue Modifications to Obligor Documents
- Prepare & Issue Modifications to IDIQ Contracts, BOAs & BPAs
- Distribute Solicitation and Contractual Documents
- Cancel Modification to Obligor Documents
- Create Novation Agreement
- Prepare and Complete Obligor Contractual Documents
- Retire Contract

### **REPORT GENERATION – PURCHASING:**

- Execute R/3 Analysis Report in Foreground
- Running a BW 3.0 Query from a Web Browser